

Wisconsin Department of Regulation & Licensing

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INFORMATION FOR COMPLETING MEDICINE AND SURGERY APPLICATION

MEDICAL EXAMINING BOARD

PLAN AHEAD:

Applicants, recruiters and institutions and others involved in the placement of individuals who seek to be credentialed in the state of Wisconsin should understand that the credentialing process **may take 30 to 60 days or more**, and that credentialing is not guaranteed to any applicant. Some factors that determine the length of time it may take to process an application depends on the length of time the applicant has been in practice, the total number of jurisdictions the applicant has been credentialed in and the length of time it takes for supporting documents to be received in the board office and reviewed.

The application consists of an all-inclusive packet with instructions and information on all applicable requirements. We attempt to process applications in a timely fashion. We cannot issue a credential until all the required documents have been received and reviewed in the board office. It is the Department's legislative mandate to provide consumer protection for Wisconsin residents.

The Bureau and the Board have been prevailed upon to waive requirements to expedite the process, only to discover legitimate grounds to deny a credential. This can present a serious problem for the applicant, recruiter or institutions if the applicant has relocated, purchased property, or made other commitments prior to the issuance of a Wisconsin credential. **We urge you not to make these moves until you know that your credential has been issued.**

Please "plan ahead" as we cannot speed up the credentialing process nor waive supporting documents even in emergency situations.

PLEASE READ BEFORE COMPLETING YOUR APPLICATION:

Enclosed is an application for a license to practice medicine and surgery in the State of Wisconsin. Please check the appropriate square on the bottom of page one of "Application for License to Practice Medicine and Surgery" (Form #570) to indicate the basis by which you are applying for a license and attach the required fee made payable to Regulation and Licensing. You are required to supply evidence that you have completed 12 months of postgraduate training in a facility approved by the board.

FEDERATION CREDENTIALS VERIFICATION SERVICE:

The Department of Regulation and Licensing will accept a physician information profile completed by the Federation Credentials Verification Service (FCVS). This service is through the Federation of State Medical Boards. However, if this is the first time you are utilizing this service, it may take 4 to 6 weeks longer instead of utilizing our Department state forms. You may obtain this service online, website www.fsmb.org. If you utilize this service (FCVS), you will **not** have to use our forms to verify your medical school education (#2164), post-graduate training (#2165), licensure exam scores (EBAHR), board action information (#1445), or provide a copy of your medical diploma or ECFMG certificate.

APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Application (Form #570)	Copies of malpractice suit. Court documents with allegations and settlement.
Copy of ECFMG certificate if a Foreign Graduate (FCVS)	Letters from all State Boards where licensed (includes active and inactive licenses) (See page 3 of Application Form for instructions)
Copy of Professional Diploma and translation if necessary (FCVS)	Signed Authorization and Waiver Form (Form #571)
Medical Education Verification Form (Form #2164 (FCVS)	Physician Profile Data Report from the American Medical Association, or American Osteopathic Association
Certificate of Post-graduate Training (Form #2165 (FCVS)	Disciplinary Inquiry Report from the Federation of State Medical Boards (Form #1445) (FCVS)
National Board, FLEX, State Board, USMLE or LMCC score (FCVS)	Fee attached to application (Form #570)
Employment Verification Form (Form #2166)	Wisconsin Statutes and Rules Examination Booklet with answer sheet
Work History (Form 1934)	Convictions & Pending Charges Form, if applicable
National Practitioner Data Bank Report	
Hospital Verification-Privileges, Employment or Appointment (Form #2167)	

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ENDORSEMENT CANDIDATES:

Endorsement of FLEX and/or USMLE:

- a) Endorsement of the FLEX examination (Wisconsin requires that **prior to June 1985 you must have taken FLEX all three (3) days at one sitting AND obtained a FLEX weighted average of 75%. After June 1985, Wisconsin requires a passing score of 75% in Component 1 and 75% in Component 2),**
- b) Endorsement of FLEX Component 1 and USMLE Step 3, or
- c) Endorsement of USMLE Steps 1, 2 and 3.

Complete the enclosed "Examination and Board Action History Report" or you may wish to electronically obtain at FSMB's website www.fsmb.org and go to Transcript Request section located on FSMB's main website page.

Endorsement of National Boards and/or USMLE: (United States graduates)

- a) Part I, II & III of National Boards, or
"Request for Endorsement of NBME Certification" forms are available on the internet. World Wide Web address:
[http:// www.nbme.org](http://www.nbme.org)
- b) Part I, II of National Boards and USMLE Step 3.
"Request for Endorsement of NBME Certification" forms are available on the internet. World Wide Web address:
<http:// www.nbme.org>

Endorsement of National Boards I & II for ECFMG Certification and Step 3 of USMLE: (Foreign Graduates)

You are required to contact ECFMG, 3624 Market St., Philadelphia, PA 19104-2685 to request certified National Boards I & II subjects and scores and a historical record of these exams. Exams must have been taken after 9/89. ECFMG should forward this information directly to the Board office. There is no fee for certification requests from ECFMG.

Complete the enclosed "Examination and Board Action History Report" form to request USMLE Step 3 scores or you may wish to electronically obtain at FSMB's website www.fsmb.org and go to Transcript Request section located on FSMB's main website page.

Endorsement of the National Board of Osteopathic Medical Examiners Certification:

Mail your request for "Endorsement of Certification/Official Transcript" form and fee to the National Board of Osteopathic Medical Examiners, (773) 714-0622, www.nbome.org/. Transcripts must be mailed directly to the Wisconsin Medical Examining Board office.

Endorsement of LMCC:

LMCC examination must have been taken after 1/1/78. Direct certification from the Medical Council of Canada is required.

Reciprocity of State Board Exam Taken Prior to 1972:

Scores must be certified by the State Board and sent directly to this office. The State Board must indicate the subjects covered in the examination, the scores received, the general average, the date of the examination, your license number and date of issuance, your status of licensure, information pertaining to disciplinary action, and the board seal.

Verification of Other Medical Licenses is Required:

YOU ARE REQUIRED TO HAVE EACH STATE BOARD IN WHICH YOU HAVE EVER BEEN LICENSED SUBMIT LETTERS OF VERIFICATION TO THE WISCONSIN MEDICAL EXAMINING BOARD. THE LETTERS MUST INDICATE YOUR DATE OF BIRTH, LICENSE NUMBER, DATE OF ISSUANCE, AND A STATEMENT REGARDING DISCIPLINARY ACTIONS. THESE LETTERS WILL BE REQUIRED IN ORDER TO COMPLETE YOUR APPLICATION FOR LICENSURE.

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USMLE STEP 3 EXAMINATION CANDIDATES:

Candidates are required to write both days of the examination. You will not be permitted to write Step 3 of USMLE in Wisconsin unless you are also applying for a license to practice medicine and surgery in the State of Wisconsin.

Prior to writing USMLE Step 3, a candidate must have successfully completed:

- USMLE Step 1 and Step 2, **or**
- Part I and Part II of the National Boards, **or**
- FLEX Component 1, **and**
- Successfully complete twelve months of postgraduate/internship training in an approved facility within 60 days of desired examination date.

If you have **failed to pass** any of these examinations **in three or more attempts**, you must submit evidence of further professional training or education in examination areas in which you had previously demonstrated deficiencies. This evidence will be reviewed by the board prior to being admitted to the USMLE Step 3 examination.

1. Your “Application for Licensure to Practice Medicine and Surgery” (Form #570), **with all supporting documents** listed on page two of Form #570, **MUST BE RECEIVED** in the Board office **before we will forward your “USMLE Step 3 Application” to the Federation of State Medical Boards.**
2. Complete the enclosed “USMLE Step 3 Application” and submit with your “Application for Licensure to Practice Medicine and Surgery” (Form #570).
3. Request scores for the USMLE Steps 1 and 2, National Board, or FLEX. These scores must be received in the board office before we will forward your “USMLE Step 3 Application” to the Federation of State Medical Boards.

NATIONAL PRACTITIONER DATA BANK:

First year US/Canadian postgraduate training candidates who have just completed their first year (no more than 2 months prior to application for licensure) are exempt. All other candidates must request the “Practitioner Request for Information Disclosure” (Self-Query) from the National Practitioner Data Banks web site www.npdb-hipdb.com/. **OPEN THE ENVELOPE** and check to be certain your application was accepted. When accepted, mail the **ORIGINAL** to the Medical Examining Board at the address below. Further questions regarding this form may be directed to the Data Bank Help Line at 1-800-767-6732.

ORAL EXAMINATIONS:

The oral examination process in the State of Wisconsin was revised effective May 1, 1987. New rules created under MED 1.06 of the Administrative Code read as follows:

Panel Review: Oral and written examinations.

- a) All applicants shall complete a written examination. In addition, an applicant **may** be required to complete an oral examination if the applicant:
 1. Has a medical condition which in any way impairs or limits the applicant’s ability to practice medicine and surgery with reasonable skill and safety.
 2. Uses chemical substances so as to impair in any way the applicant’s ability to practice medicine and surgery with reasonable skill and safety.
 3. Has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction.
 4. Has been found to have been negligent in the practice of medicine or has been a party in a lawsuit in which it was alleged that the applicant had been negligent in the practice of medicine.
 5. Has been convicted of a crime the circumstances of which substantially relate to the practice of medicine.
 6. Has lost, had reduced or had suspended his or her hospital staff privileges, or has failed to continuously maintain hospital privileges during the applicant’s period of licensure following post-graduate training.
 7. Has been graduated from a medical school not approved by the board.
 8. Has been diagnosed as suffering from pedophilia, exhibitionism or voyeurism.
 9. Has within the past 2 years engaged in the illegal use of controlled substances.
 10. Has been subject to adverse formal action during the course of medical education, postgraduate training, hospital practice, or other medical employment.

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11. Has not practiced medicine and surgery for a period of 3 years prior to application, unless the applicant has been graduated from a school of medicine within that period.
- b) An application filed under s. Med 1.02 shall be reviewed by an application review panel of at least 2 board members designated by the chairperson of the board. The panel shall determine whether the applicant is eligible for a regular license without completing an oral examination.

An applicant can also be required to take an oral examination under Med 1.08(2), if the applicant has been examined four or more times before achieving a passing grade.

If you are selected to appear for an oral examination, an additional examination fee will be required prior to being scheduled for the oral examination. You will be scheduled to appear before the review panel at one of the regularly scheduled board meetings.

ALL CANDIDATES are required to take an open book examination on Wisconsin Statutes and Rules relating to the practice of medicine in this state. Enclosed is a numbered examination booklet along with an answer sheet. **Write the booklet number on the answer sheet. You must return the entire examination booklet and answer sheet to this office.** If you fail this open book examination, an additional fee will be required for you to retake it.

FOREIGN GRADUATES:

ECFMG Certificate: Graduates of foreign medical schools must provide a copy of an ECFMG certificate with “valid indefinitely” status.

Fifth Pathway Certificate: If you participated in a 5th Pathway program, you must submit a copy of your 5th Pathway certificate from the program you attended.

Certificate of Professional Education: The only document accepted by the Board in lieu of the “Certificate of Professional Education” is an **original** letter signed by the Dean or Registrar which indicates the degree received and the date the degree was conferred.

OTHER REQUIRED FORMS:

1. Request physician profile data report from the American Medical Association or the American Osteopathic Association.
2. If not using FCVS, request disciplinary inquiry report from Federation of State Medical Boards (Form #1445).

LOCUM TENENS:

A Locum Tenens license may be issued to a candidate who intends only to practice medicine and surgery in Wisconsin for a 90-day period or less. However, the application process is almost identical in processing time and documentation requirements to that for the permanent license.

Eligibility: Applicants must hold a current license to practice medicine and surgery in another jurisdiction of the United States or Canada.

All applicants are required to complete the same application packet as applicants applying for a permanent license, with the following additional requirements:

- 1) a letter requesting services from a physician licensed in Wisconsin including starting and ending date;
- 2) notarized copy of an original wall certificate of licensure; and
- 3) a notarized copy of a current registration card to practice medicine and surgery in another jurisdiction of the United States or Canada.

After your completed application is received in the medical board office, it will be reviewed by two members of the Board. Upon approval you will be issued a Locum Tenens license number, which is good for 90 days.

MAILING INSTRUCTIONS:

Mail the “Application for Licensure to Practice Medicine and Surgery” (Form #570), the appropriate fee, examination booklet, answer sheet, and documentation to the following address:

MAILING ADDRESS:

DEPARTMENT OF REGULATION & LICENSING
MEDICAL EXAMINING BOARD
P.O. BOX 8935
MADISON WI 53708-8935

EXPRESS DELIVERY:

DEPARTMENT OF REGULATION & LICENSING
MEDICAL EXAMINING BOARD
1400 E. WASHINGTON AVE
MADISON WI 53703

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CODES FOR SPECIALTIES:

ENTER **ONLY ONE** SPECIALTY CODE ON THE "APPLICATION FOR LICENSE TO PRACTICE MEDICINE AND SURGERY" (FORM #570)

Academic Medicine	37	Otolaryngology	67
Administrative Medicine	71	Otorhinolaryngology - Ent	15
Aerospace Medicine	33	Pain	66
Alcoholism - Chemical Dependency	49	Pathology	16
Allergy - Immunology	01	Pathology - Clinical	17
Anesthesiology	02	Pathology - Surgical Anatomic	72
Aviation Medicine	32	Pediatrics	18
Dermatology	03	Pediatrics - Other	60
Emergency Medicine	31	Perinatology	62
Endocrinology	56	Pharmacology - Clinical	48
Family Practice	41	Physical Medicine and Rehabilitation	19
Gastroenterology	06	Preventive Medicine	09
General Practice	08	Proctology	36
Genetics	61	Psychiatry	20
Geriatrics	29	Psychiatry - Child	21
Hand Surgery	64	Public Health	22
Hebiatrics	46	Radiation - Oncology	70
Hematology	07	Radiology	53
Hyperbaric Medicine	65	Radiology - Diagnostic	43
Immunology - Infectious Diseases	47	Radiology - Nuclear Medicine	68
Institutional Medicine	39	Radiology - Ultrasound	69
Internal Medicine	04	Research	34
Internal Medicine - Cardiology	05	Retired	24
Internal Medicine - Pulmonary Medicine	45	Rheumatology	57
Neonatology	63	School Physician	52
Nephrology	40	Surgery - Cardiovascular	44
Neurology	10	Surgery - Colon and Rectal	54
Neurophysiology	51	Surgery - General	25
Nuclear Medicine	23	Surgery - Maxillofacial	58
Obstetrics and Gynecology	12	Surgery - Neurological	11
Occupational Medicine	30	Surgery - Peripheral Vascular	59
Oncology	38	Surgery - Plastic	26
Ophthalmology	13	Surgery - Thoracic	27
Orthopedic Surgery	14	Urology	28